

## STATEWIDE TRAVEL CHARGE CARD POLICY

The Statewide Travel Charge Card and the ("Travel Card") issued to a state employee by the State of Texas remains the property of the State of Texas and shall be used only for official business expenditures while traveling. The Travel Card is to be used for contract and non-contract travel services for lodging, rental vehicles and other necessary travel expenses. Any entity eligible to use contract travel services is also eligible to obtain Travel Cards. Travel Cards may be used only for official state business and may be issued to individuals and state agencies. Use of the Travel Card by an employee for personal business is considered a violation of state policy and the employee will be subject to corrective action.

The rules of the Comptroller of Public Accounts (CPA), Travel Management Services, 1 TAC §20.308 regarding Travel Cards issued to individuals, provides in part as follows: (c) "State agency employees should be issued a state travel charge card when the employee is expected to take at least three trips or spend at least \$500 per fiscal year for official state travel business. State agencies may, at their discretion, approve the issuance of the cards to any employee. (d) State agencies shall ensure that: (1) state travel charge cards are cancelled upon the employee's termination of employment; (2) state travel charge cards are cancelled when the employee fails to timely pay the charges, uses the card for personal transactions, or any other misuse of the charge card; and (3) individuals who are issued state travel charge cards understand that payment of charges on state travel charge cards is the sole responsibility of the individual and that the state shall not be responsible for the charges or for nonpayment by the employee. (e) Individual Billing. State travel charge cards issued to individuals shall be billed directly to the individual who may obtain reimbursement through properly submitted state travel vouchers that comply with this subchapter and the rules and guidelines of the Comptroller. Other individuals eligible to use state travel charge cards shall comply with the reimbursement rules and procedures of their governing entity."

The CPA and the state agency issuing the Travel Card receive monthly reports of charges made on all charge cards and the status of payments. Charges are reviewed for compliance with guidelines stipulated on the Charge Card Agreement signed by the employee at the time of application (attached). All accounts are payable upon receipt of the statement. An account is considered to be delinquent thirty-one (31) days after the billing date. When the account reaches sixty-one (61) days past due the charge card vendor (Citi) will suspend the account until it is paid. Accounts that reach 90 days past due will be cancelled and will not be reopened. Individual Corporate Travel Cards will be assessed delinquency charges on past-due balances. If all or any portion of a payment is not received by Citi by the fifty-eighth (58<sup>th</sup>) day after the first Statement Date, Citi will assess a late fee equal to 2.5% of all Past Due Balances on such day after the first Statement Date and every thirty days thereafter until payment is received by Citi. Delinquency assessments are not reimbursed by the State. For more information regarding the Travel Card program please refer to the CPA website at <http://www.window.state.tx.us/procurement/prog/charge-card/>.

**This policy contains the minimum requirements a state agency may adopt for the Statewide Travel Charge Card. It is the responsibility of the State agency to monitor charges and payment status on all individual corporate charge cards issued to its employees and to ensure compliance with the regulations and penalties stipulated on the Card Use Agreement. State agencies must require State employees sign the Card Use Agreement. A state agency may adopt policies that contain more restrictive criteria than the ones contained in this policy.**

## Corporate Liability Individual Billed Account Cardholder Agreement

I agree that use of the Citi Corporate Liability Individual Billed Account (“the Card”), will be governed as follows:

- I understand the Card is to be used for State of Texas business travel charges only and is not for personal use. Use of the Card for charges other than official State business is a direct violation of the State’s contract with Citi and CPA’s rules ( 1 TAC §20.308) and , therefore a misapplication of the state-issued card. Further, I understand that any misuse will result in cancellation of the Card and subject me to disciplinary action up to and including termination of employment.
- I will be responsible for all charges resulting from use of the Card and understand that I am required to pay the account in a timely manner. Further, I understand that if my account is 60 days’ delinquent, the issuing state agency will cancel the card. Cancellation of the Card, for any reason, does not relieve me of the responsibility for payment of the charges and delinquency assessments.
- I understand that once I receive the Card, I am eligible for travel advances if the establishments at the business destination do not accept the corporate charge card. Further, I understand that if my Card is suspended or canceled for misuse or nonpayment, I will not be eligible for travel advances for the duration of my employment at this agency.
- I understand that if an emergency situation (i.e., lost luggage, automobile repair on personal vehicle) relating to the business of the state agency, while away from designated headquarters, requires the use of the card, I must immediately notify my supervisor or the agency’s charge card coordinator in writing of the charges and provide an explanation of the situation.
- I understand that the issuing state agency may request a copy of my Card statement and receipts to verify card usage at any time.
- I understand that the program or division director, associate deputy director, agency head, and my direct supervisor will be notified in writing of any apparent misuse or delinquency on my individual corporate card account. I also understand that any proven misuse of the card will be reflected in my next scheduled performance review or be placed as a permanent notation in my personal file with this state agency.
- I understand that this signed agreement becomes legally binding and will become part of my personnel file with this state agency.

***I understand the above-stated policies, regulations, and penalties for using a State of Texas Travel Charge Card and agree to abide by them.***

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Printed name of Applicant

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Signature of Applicant

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Printed name of Division or Program

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Date

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Printed name of Supervisor

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Signature of Supervisor

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Printed name of Division Director

## Individual Bill Account Cardholder Agreement

I agree that use of the Citi Individual Billed Account (“the Card”), will be governed as follows:

- I understand the Card is to be used for State of Texas business travel charges only and is not for personal use. Use of the Card for charges other than official State business is a direct violation of the State’s contract with Citi and CPA’s rules ( 1 TAC §20.308) and , therefore a misapplication of the state-issued card. Further, I understand that any misuse will result in cancellation of the Card and subject me to disciplinary action up to and including termination of employment.
- I will be responsible for all charges resulting from use of the Card and understand that I am required to pay the account in a timely manner. Further, I understand that if my account is 60 days’ delinquent, the issuing state agency will cancel the card. Cancellation of the Card, for any reason, does not relieve me of the responsibility for payment of the charges and delinquency assessments.
- I understand that once I receive the Card, I am eligible for travel advances if the establishments at the business destination do not accept the corporate charge card. Further, I understand that if my Card is suspended or canceled for misuse or nonpayment, I will not be eligible for travel advances for the duration of my employment at this agency.
- I understand that if an emergency situation (i.e., lost luggage, automobile repair on personal vehicle) relating to the business of the state agency, while away from designated headquarters, requires the use of the card, I must immediately notify my supervisor or the agency’s charge card coordinator in writing of the charges and provide an explanation of the situation.
- I understand that the issuing state agency may request a copy of my Card statement and receipts to verify card usage at any time.
- I understand that the program or division director, associate deputy director, agency head, and my direct supervisor will be notified in writing of any apparent misuse or delinquency on my individual corporate card account. I also understand that any proven misuse of the card will be reflected in my next scheduled performance review or be placed as a permanent notation in my personal file with this state agency.
- I understand that this signed agreement becomes legally binding and will become part of my personnel file with this state agency.

***I understand the above-stated policies, regulations, and penalties for using a State of Texas Travel Charge Card and agree to abide by them.***

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Printed name of Applicant

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Printed name of Division or Program

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Date

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